

OPM Customer



Information Portal

# GSA PBS Rent Billing

## In the National Capital Region (NCR)

## bill format

1. Shell Rent
  - General
  - Warehouse
  - Unique
2. Amortized Tenant Improvement/General
3. Operating Cost
4. Taxes (Real Estate/BID Tax)
5. Amortized Tenant Improvement (Customization)
6. GSA Installed Building Improvements (Leased Only)
7. Security Services (Through FY04?)
  - Basic Charges
  - Patrol & Response Charge (Not Used)
  - Building Specific
  - Building Specific Amortized Capital
8. Extra Services (+ or -)
  - Operations Delegations (FY03)
9. Parking
  - Structured
  - Surface



## bill format (continued)

10. Rent Charges for Other Space
11. PBS Fee
12. Pro Rata Joint Use Charges
  - Building Amenities
  - Structured Parking
  - Surface Parking
13. One-Time Payments (Not Used)
14. Billing Adjustments & Corrections
  - Current Year
  - Prior Year
  - Rent Exemption (GSA Administrator)
  - Administrative Reduction
  - Trust Fund Adjustment
15. Antenna Bill
16. Reimbursable Services



## agency bill calculation



- A. Market Rent Subtotal – Lines 1 thru 4
- B. Agency Rent Subtotal – Lines 5 to 11
- C. Joint Use Subtotal – Line 12
- D. Total Monthly Rent –  $A + B + C$
- E. Billing Period Adjustment Subtotal – Lines 13 & 14
- F. Total Rent Bill –  $D + E$
- G. Total Antenna Bill – Line 15
- H. Total Reimbursable Services – Line 16
- I. Total PBS Bill –  $F + G + H$



## why does my bill change?



- Change in Square Footage
- Renewal/Extension/Superceding/Succeeding (Lease Only)
- CPI/Tax Escalation
- Appraisal (Government Only)
- Added/Deleted Service
  - Parking
- Joint Use (Government Only)
- Pre-Negotiated Rent Change (Lease Only)
- Security (Annual)

## frequently asked questions

- Rent Estimate
  - When, From Whom, What
  - Original vs. Revised
- OA's vs. Rent Estimates (Owned)
- Line Item Adjustments (Line 14)
- Operating Cost/Tax Escalations
- Rent on the Web (ROW)

